

EDITED TASK LISTING

CLASS: OFFICE ASSISTANT (Typing)

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Proofreads/edits typewritten materials from hardcopy or diskette for finalization to ensure documents (e.g., letters, reports, memos, charts, etc.) are free from typographical errors (i.e., correcting incidental grammatical, punctuation, and spelling errors) utilizing personal computer, reference materials, secretarial handbook, dictionary, personal experience, etc., following oral and/or written instruction as directed.
2.	Prepares labels, lists, addresses, forms and form letters to produce a finished product utilizing various office equipment (e.g., writing instruments, personal computers, etc.) following oral and/or written instruction as directed.
3.	Processes incoming mail including confidential materials (e.g., receive, open, date/time stamp, log, sort, etc.) to properly distribute various materials using letter opener, date/time stamp machine, sorter, etc., following oral and/or written instruction as directed.
4.	Processes internal and external outgoing mail including confidential materials (e.g., gathering/collecting materials, sorting, completing specialized postal forms, postage metering, etc.) to properly distribute various materials using mail sorting techniques/equipment following oral and/or written instruction as directed.
5.	Prepares envelopes/packages for mailing including confidential materials (e.g., copying, addressing, sorting, stuffing, assembling, etc.) utilizing copiers, sorting techniques/equipment, etc., following oral and/or written instruction as directed.
6.	Reviews incoming correspondence and/or materials to determine subject matter and attach supplementary information, if necessary, from files, etc., to properly direct/route to the appropriate person/office using personal experience, office procedures, reference materials, etc., as directed.
7.	Files materials (e.g., documents, manual revisions, etc.) using various filing systems (e.g., alphabetic, chronological, numeric, subject matter, etc.) to organize and maintain documents for future reference utilizing binders, folders, indexes, alpha/numeric sorter, office procedures, etc., as directed.
8.	Creates file folders using labels, typewriters, personal computers, cross reference file, etc., for various documents (e.g., cases, contracts, projects, history, subject, classification, billing, custody, personnel, etc.) to ensure material is arranged and maintained properly for future reference, as directed.
9.	Reviews and/or purges files in accordance with established guidelines and procedures (record retention schedule) to eliminate outdated materials, maintain orderly files and maximize filing space, using office procedures, shredder, recycle system, etc., following oral and/or written instruction as directed.
10.	Provides customer service to staff and public by distributing information and/or referring customers to appropriate records/resources utilizing copiers, email, personal computers, reference materials, office procedures, etc., following oral and/or written instruction as directed.

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11.	Searches for information that may be misfiled or not maintained in a standardized filing system in order to locate and retrieve requested documents utilizing personal experience, computerized databases, filing procedures, etc., following oral and/or written instruction as directed.
12.	Responds to inquiries via telephone (screen and route calls, and/or take messages) or in person to provide quality information and customer service on procedures and services of the department utilizing personal experience, office procedures, etc. as directed.
13.	Prepares reports by transferring numerical/alphabetical data from one source to another (i.e., transferring computerized data into layman terms) to produce comprehensive information utilizing personal computer, personal experience, office procedures, etc., as directed.
14.	Performs basic arithmetic computations (e.g., addition, subtraction, multiplication or division) to compute/compile basic statistical data, ordering supplies, completing timesheets, etc., utilizing automated office equipment (e.g., calculator, personal computer, etc.) following oral and/or written instruction as directed.
15.	Receives and accounts for cash, checks, and money orders to collect as payment for services and/or goods utilizing receipt book, log, calculator, cash register, etc., following standard guidelines, Department Operations Manual (DOM), State Administrative Manual (SAM), etc., as directed.
16.	Inventories supplies/equipment to initiate requests and place orders of supplies/equipment as needed or requested by staff utilizing personal experience, inventory log, request forms, office/equipment catalogs, etc., following oral and/or written instruction as directed.
17.	Receives, reviews, and stores supplies/equipment to ensure supplies ordered have been received and to replenish, organize and maintain a well equipped supply cabinet utilizing shipping forms, purchase orders, etc., following oral and/or written instruction as directed.
18.	Receives and refers request for repairs/service of office machines (e.g., typewriters, time/date stamp machine, copiers, fax machine, etc.) to maintain equipment in working order utilizing vendor/contractor listing, telephone, fax, maintenance/service log, etc., following oral and/or written instruction as directed.
19.	Lead responsibility over less experienced employees or inmates in areas such as assigning work, training and answering questions to assist in the maintenance of the office functions/workload utilizing office procedures, personal experience, etc., as directed.
20.	Operates various office machines/equipment (e.g., photocopier, fax, personal computer, calculator, etc.) to complete assigned duties following oral and/or written instruction as directed.
21.	Types from printed materials/handwritten rough drafts, etc., to produce final documents/products (e.g., letters, reports, memos, charts, etc.) using personal computer, typewriter, etc., following oral and/or written instruction as directed.

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22.	Transcribes machine dictation to produce a hard copy of materials (e.g., letters, reports, memos, etc.) using personal computer, typewriter, office procedures, reference materials, secretarial handbook, dictionary, etc., following oral and/or written instruction as directed.
23.	Schedules appointments, meetings, interviews, etc, and makes arrangements (e.g., location, equipment, date and time, attendees, etc.) for supervisor/staff utilizing computerized database, telephone, fax, written correspondence, etc., to produce an organized gathering of staff and/or stakeholders as directed.

Task rating worksheet